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CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

3rd DDA Quarterly Review (c July 1984)

FROM: [redacted]
Chief, Plans Branch/PPG
6S-04, [redacted]

EXTENSION [redacted]

NO.

DATE
16 May 1984

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. C/PPG	5/17/84			O-3: [redacted]
2. DD/P&M				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15. [redacted]				

Per our recent conversation, the following three MBO items (indexed on attachment) have not yet been presented:

MBO 84-2: Track expansion of overseas security in support of DDO Initiatives (fill CRAFT slots).

MBO 84-6: Complete 2400 RIP's.

MBO 84-8: Expand [redacted] 25X1 accommodate 20 students per class; commence enrolling class.

Also indexed is DDA's interest in "periodic update" of the Computer Security Program. The 1st Quarterly (1 Feb 84) addressed computer security activities, but ISSG was "squeezed" into the last 20 minutes [redacted] presentation included CRAFT activities.

Perhaps, a half hour just on current computer activities would be appropriate. The remainder could be 5 minutes on each MBO item, 15 minutes for D/S, possibly one other presenter (15 minute segment) and 15 minutes for "discussion."

[redacted]

[redacted]

FORM 1-79 610 USE PREVIOUS EDITIONS

GPO : 1983 O - 411-632

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...ING AND ...

... (FY 1984 thro... ... of OS FY 1984 M... ... Feb 1984)

ILLEGIB FROM:
ILLEGIB Chief, Plans Branch/PPG
4E-70, Headquarters

DATE: 5 December 1983

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
ILLEGIB 1. DD/PSI				
2. DD/PTAS				
3. C/CD				
4. C/TSD				
5. C/ISSG				
6. C/SSC				
7. C/SSD				
8. ADP/CO				
9. C/PPG				
10. DD/P&M				
11.				
12.				
13. REGRADED CONFIDENTIAL WHEN SEPARATED FROM SECRET ATTACHMENT				
14.				
25X1 15				

The DDA Quarterly Reviews are not only for MBO's but are also opportune occasions to report on significant activities currently taking place within OS components. You are, therefore, requested to forward suggestions regarding significant activities prior to each Quarterly in order for them considered for selection for Quarterly's Agenda.

As soon as PPG becomes aware, you will be notified of the date, time and place of the First Quarterly Review (Jan or Feb 84), along with the Agenda items. As in the past, PPG will assist the presenter in the preparation of vugraphs to assure continuity of format and appearance.

If you have any questions, please call on red 1141 or secure [redacted].

Thanks

25X1 [redacted]

0-9 & 10: FYI

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83-[illegible]78/10

3 NOV 1983

MEMORANDUM FOR: Director of Security

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Planning Program for FY 1984

I have reviewed and approved your FY 1984 Planning Program. In addition to the objectives you have selected for tracking, I would like to receive a periodic update on the computer security program. As you know, this continues to be an area of great interest. I think your overall plan is excellent and I look forward to meeting with you quarterly to review progress and discuss problem areas.

25X1

Harry E. Fitzwater

Attachment
FY 84 Planning Program

This document becomes UNCLASSIFIED when separated from attachment.

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OFFICE OF SECURITY

FIVE-YEAR PLAN

I. INTRODUCTION

Consistent with established Directorate of Administration planning procedures, the following is an updated Five-Year Plan for the Office of Security (OS) from FY 1984 through FY 1988. Predicated upon the OS mission to provide optimum security support to and protection of Agency activities, personnel, information and facilities worldwide, the Plan contains appropriate items of continuing interest which were tracked in FY 1983, new trackable items addressed in FY 1984 initiatives, and goals/objectives of long-term interest which are not necessarily specified in the action plan. The Plan also addresses career development of OS personnel, stresses increased effectiveness and discipline, and focuses on greater productivity to meet ever-increasing requirements for security support.

Central to the Five-Year Plan is the concept of maximizing the utilization of resources through continuing recruitment and training of personnel and a continuing initiative to develop and field automated information systems to improve communications and reduce labor-intensive functions. Emphasis will focus on traditional areas of support while stressing overseas initiatives, including increased technical security efforts. Concurrently, requisite support to the Director of Central Intelligence relative to his leadership role in the Intelligence Community will be continued.

II. ASSUMPTIONS

A. Although the Directorate of Administration is proceeding on the assumption that Agency personnel requirements will tend to stabilize during this planning period, there will still be a need for additional OS resources in order to satisfy chronic shortfalls; and even though more effective utilization of existing human resources will result from a greater use of currently developing automated information handling systems, shortfalls in OS personnel requirements will continue to occur due to enhanced programs and through normal attrition. Ongoing and new requirements will continue to be met via an aggressive recruitment drive despite growing public perception that U. S. Government careers are becoming less attractive.

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B. The Standard Support Requirement (SSR) concept will be continued and used to support new initiatives which will enable OS to provide required security support in an effective and timely manner.

C. There will be both programmed and unprogrammed demands for security support in growth areas, including increased operational activities (e.g., covert action, personnel protection overseas, antiterrorism programming, technical collection), the new Agency building program, and the proliferation of automated information handling systems both domestically and overseas. These activities will require the highest level of flexibility and versatility inherent in the OS personnel development concept which produces the "Security Generalist."

D. An increasingly hostile overseas environment will require additional security support in the areas of personal protection, residential security and security awareness programs, as well as requiring an increase in the number of Security Officers assigned overseas.

III. GOALS

A. Maintain and expand, where required, a worldwide security program to ensure protection of Agency personnel, activities, information, and facilities while at the same time assisting the DCI in discharging his security responsibilities to the Intelligence Community by devoting sufficient resources and support to maximize services of common concern while minimizing and ultimately eliminating duplicative activities.

B. Provide the means for individual development of all Office of Security personnel through aggressive recruitment and training, continually stressing EEO and Affirmative Action programs. Continue efforts to encourage all OS personnel to maintain a deep sense of pride in self and mission, and to reflect the highest standards of personal integrity, security, cooperation and teamwork. Provide all personnel the opportunity to develop their potential to the fullest extent possible through training and diverse assignment opportunities consistent with OS needs. Assure that senior management succession planning remains current and realistic.

C. Promote optimum use of resources through innovative streamlining of operations by assuring clean and safe work environments, by use of cost efficient systems and hardware and by more efficient use of existing resources.

D. Identify, develop and exploit appropriate research and development programs to provide state-of-the-art hardware in support of physical and technical security requirements. At the same time, identify and explore the utility of existing systems within other U. S. Government agencies.

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E. Provide sufficient security support and services relative to CIA disaster/emergency planning and ensure continuity of vital security services during local or national emergencies.

F. Continue to identify and counter the threat posed by increased usage of automated information processing systems through enhanced audit capabilities, updating of information system security policies and implementing procedures, acquisition of additional human resources and maintenance of information systems security and education programs.

IV. OBJECTIVES

A. Provide appropriate resources to accomplish a projected yearly workload of [redacted] investigations and reinvestigations; [redacted] polygraph interviews in the United States [redacted] multiple technical countermeasure inspections, comprehensive security surveys, security equipment installations and personnel protection briefings at [redacted] domestic and overseas facilities; industrial security audits at over 60 contractor facilities; and computer security reviews/surveys of 170 contractor information processing systems and overseas/domestic CRAFT facilities.

B. Support the DCI in meeting his responsibilities to the Intelligence Community by representation on the DCI Security Committee and their multiple subcommittees, the Interagency Group/Countermeasures through security research and development initiatives and by functioning as executive agent of both the [redacted] and the 4C (i.e., the Community-Wide Computer-Assisted Compartmentation Control System) automated database system.

C. Reduce labor-intensive duties and promote greater office efficiency by continuing to develop the Security Communications Improvement Project (SCIP) and bring the Security Information Management System (SIMS) on line. These systems will interface with each other and be designed to automate field office and Headquarters information handling procedures and to expedite communications between and among Headquarters and field offices.

D. Continue current personnel management policies by recruiting top-quality personnel through the Security Officer Recruitment and Training Program (SORT) consonant with promoting EEO and affirmative action principles; ensuring that OS career development programs provide each employee the opportunity to develop his/her potential to the fullest; and assuring realistic succession planning for senior management positions via the Senior Officer Development Program.

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E. Maintain vigorous Agency personnel and physical security programs to ensure compliance to existing regulations and policies by (1) completing 25X1 reinvestigation cases annually per the five-year cycle objective; (2) conducting comprehensive security indoctrinations of all new and probationary employees plus systematic rebriefings of Agency components; (3) aggressively pursuing "leak" investigations of unauthorized disclosures of classified information via Agency and Intelligence Community assets; (4) continuing Agency security audits and inspections emphasizing physical security and document control procedures; (5) conducting industrial security audits and indoctrination programs; and (6) polygraphing key contractor employees who have access to highly sensitive Agency information.

F. Maintain processing time for staff and staff-like clearance cases to an average of 75 calendar days while reducing the number of pending investigative assignments at our 25X1 to an acceptable level in order to successfully meet the increasing number of contractor personnel investigations submitted by offices within the Science and Technology Directorate.

25X1
G. Monitor the renovation
25X1 project which includes reconstruction and remodeling in order to accommodate 20 students.

H. Support, as necessary, the Agency's disaster/ emergency activities.

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VI. RESOURCE IMPLICATIONS

The proposed FY 1984 Office objectives will not exacerbate existing shortfalls in such areas as reinvestigation/repolygraph of staff employees and processing time now required for clearance of industrial contractor's employees. On the contrary, the objectives for the fiscal year will seek to reach and maintain currency in the problem areas during the years immediately following. Within the framework of a five-year strategic plan, the Office must consider Agency manning and activities discussed in the 1982 Long-Range Planning Cycle under study by the Executive Committee. Since the latter exercise is concerned with a 10-year period, planning through fiscal year 1988 deals, in effect, with the short term. The Office of Security will attempt to obtain required human resources by fiscal year 1988. Resource enhancement allotted in fiscal year 1985, when finalized, will have a significant impact on the resource picture through 1988. Five-year strategy can be redefined in terms of resource requirements when budgetary decisionmaking for 1988 is completed at all levels of interest/authority.

25X1 [redacted]

SUBMITTED: _____
Director of Security

25X1 [redacted]

APPROVED: _____ 3 NOV 1983
Deputy Director for Administration

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SUMMARY OF OBJECTIVE 84-01

OBJECTIVE STATEMENT: To Maintain the Processing Time for Staff Applicant and Staff-Type Cases at an Average Level of 75 Calendar Days.

Processing of staff applicant and staff-type cases is one of the most critical elements of the Office of Security's clearance program. Failure to clear personnel in a timely manner can have a very adverse impact on proper staffing of the Agency.

During the months of FY 1983, it took an average of 88 days to process this type of case. We will look at all of our processing techniques to identify problem areas and elements contributing to our slowdowns. New methods will be devised and new procedures implemented that will reduce the processing time to 75 days without reducing the quality of the field investigation or adjudication. These methods and procedures will be applied to gaining the objective.

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Office: Security To Maintain the Processing Time for Staff Applicant and Staff-Type Cases
Objective Statement: At An Average Level of 75 Calendar Days
Responsible Officer:
Significant Funding Amount:
Date Submitted: 12 October 1983 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Compile data regarding each element involved in processing staff and staff-type cases		0										
Review data and identify areas of improvement			0									
Implement improvements			0	----------		0						
Monitor cases assigned under the new system						0						
Achieve objective												0

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SUMMARY OF OBJECTIVE 84-02

OBJECTIVE STATEMENT: To Track Expansion of Overseas Security Activity in Support of DO Initiatives

The Office of Security is convinced that the most efficient deployment of Technical Security Officers is to place them in the field where they can concentrate on technical security problems almost exclusively. More importantly, these officers can respond to emergency request for security support from area Stations and Bases more promptly than can be accomplished from Headquarters. There is an urgent need for a third officer [redacted] in order to stay abreast of the increasing CRAFT-generated requirements for technical security support in those respective areas.

25X1
25X1

In order to implement this objective, it is necessary to select an individual to fill the slots which have been made available from DDO/IMS, train the individual and process them for an overseas assignment (or a lateral transfer) in time to have them in place by summer, 1984.

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Office: Security
Objective Statement: To Track Expansion of Overseas Security Activity in Support of DO Initiatives
Responsible Officer:
Significant Funding Amount: None 25X1
Date Submitted: 14 October 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Candidate Selected		0										
Career Board and Area Division Approval				0								
Complete Training								0				
Complete Processing										0		
Arrive on Post											0	

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Office: Security
Objective Statement: Monitor and Support Project CRAFT Activities for FY 1984
Responsible Officer: [redacted] 25X1
Significant Funding Amount: N/A
Date Submitted: 14 October 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
AF Division preinstallation site survey	0 ---------- 0											
LA Division preinstallation site survey	0 ---------- 0											
25X1	0 ---------- 0											
	0 ---------- 0											

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Office: Security
Objective Statement: Monitor and Support Project CRAFT Activities for FY 1984
Responsible Officer: [redacted] 25X1
Significant Funding Amount: N/A
Date Submitted: 14 October 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
EA Division preinstallation site survey EUR Division preinstallation site survey				0 ---------- 0 0 ---------- 0								
				0 ---------- 0								
25X1 [redacted]												

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Office: Security
Objective Statement: Monitor and Support Project CRAFT Activities for FY 1984
Responsible Officer:
Significant Funding Amount: N/A
Date Submitted: 14 October 1983 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
LA Division preinstallation site survey NE Division preinstallation site survey							0 --- 0 ---		--- 0 --- 0			
EUR Division postinstallation security audit							0 --- 0 ---		--- 0 --- 0			
25X1												

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Office: Security
Objective Statement: Monitor and Support Project CRAFT Activities for FY 1984
Responsible Officer: [redacted] 25X1
Significant Funding Amount: N/A
Date Submitted: 14 October 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
AF Division preinstallation site survey EUR Division preinstallation site survey										0 ---------- 0 0 ---------- 0		
EA Division postinstallation security audit NE Division postinstallation security audit										0 ---------- 0 0 ---------- 0		
[redacted]												
25X1												

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SUMMARY OF OBJECTIVE 84-04

OBJECTIVE STATEMENT: Completion of Phase I of the 4C System

The Community-Wide Computer Assisted Compartmentation Control System (4C) has achieved Initial Operating Capability. All non-DoD NFIB principals have been integrated into the 4C System database.

For FY 1984, Phase I will be completed which includes integration of all DoD agencies. This conversion and integration will continue through the end of the fiscal year with OS funding containing $1.0 million for FY 1984. The OS budget contain $1.1 million in FY 1985 and $0.8 million in FY 1986 for expansion and operation of the 4C System.

Toward the end of FY 1984, planning will begin for Phase II which will incorporate the Unified and Specified Commands into the 4C System. Implementation of this plan will occur in FY 1985.

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Office: Security
Objective Statement: Completion of Phase I of the 4C System
Responsible Officer: [redacted] 25X1
Significant Funding Amount: [redacted]
Date Submitted: 12 October 1983 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Army and DMA Data Entry	0											
DIA Data Entry		0										
AF/NSG/NIC/Navy Data Entry			0									
DCA Data Entry				0								
							0					
								0				
									0			
25X1 Phase I Completed											0	

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SUMMARY OF OBJECTIVE 84-05

OBJECTIVE STATEMENT: Phased Introduction of Automated Information Handling Technology to Office Activities

The Office is the midst of an automation program which has two major thrusts: (1) The Security Communications Improvement Project (SCIP) and (2) The Security Information Management System (SIMS). Project SCIP will significantly upgrade the handling of data within each of the seven Office of Security domestic field offices and the transfer of information between the field offices and Headquarters. Since its inception with the Office of Data Processing conducting feasibility studies in the FY 1980/1981 timeframe, Project SCIP has been expanded to include Office automation activities for the initiation, processing and tracking of assigned cases. Wang Alliance Office Automation systems, linked through encryption devices and telephone lines, will provide local processing capabilities and permit the transfer of information electronically. The Initial Operating Capabilities of Project SIMS is in the acceptance test phase. Project SIMS will expedite case processing activities within Headquarters through an improved database and expanded use of Delta Data terminals. Ultimately, this database will be linked to the field offices and the combined OS/OP/OMS Applicant Processing Communications System. FY 1983 funding needs were absorbed by the Office, and approximately $600,000 is identified in the FY 1984 budget for these efforts.

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Office: Security
Objective Statement: Phased Introduction of Automated Information Technology
Responsible Officer:
Significant Funding Amount: $600,000
Date Submitted: 13 October 1983

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
SECURITY COMMUNICATIONS IMPROVEMENT PROJECT (SCIP)												
						0						0
25X1												
SECURITY INFORMATION MANAGEMENT SYSTEM (SIMS)												
Phase 1 - SANCA/SEADORS Replacement Initial Operating Capability					0 0							
Phase 2 - Enhanced Case Processing (estimate) Preliminary Design Review Critical Design Review						0	0					
Acceptance Testing Begins Operational Capabilities									0		0	

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SUMMARY OF OBJECTIVE 84-06

25X1 OBJECTIVE STATEMENT: To Identify, Assign and Complete [redacted] Reinvestigations

25X1 The Office of Security will close [redacted] reinvestigation cases during the fiscal
25X1 year. This figure includes [redacted] probationary cases.

This MBO represents an increase of approximately 10 percent over the MBO for
25X1 FY 1983. The [redacted] probationary cases represent [redacted] increase over the
25X1 projected caseload in FY 1983. This is due mainly to the addition of [redacted]
cases involving contract employees who have been included in the probationary screening
25X1 program. In addition to [redacted] probationary cases, [redacted] reinvestigation cases
are also projected to be completed. The emphasis in the staff reinvestigation program
will be placed on completing the older cases first.

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Office: Security
Objective Statement: To Identify, Assign and Complete 2,400 Staff Reinvestigations
Responsible Officer: [redacted]
Significant Funding Amount: N/A 25X1
Date Submitted: 3 October 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Projected field reinvestigations (5 years)			300			300			300			300
Projected probationary cases completed			300			300			300			300
Projected total cases completed including probationary and 5-year cases (poly and field)			600			600			600			600

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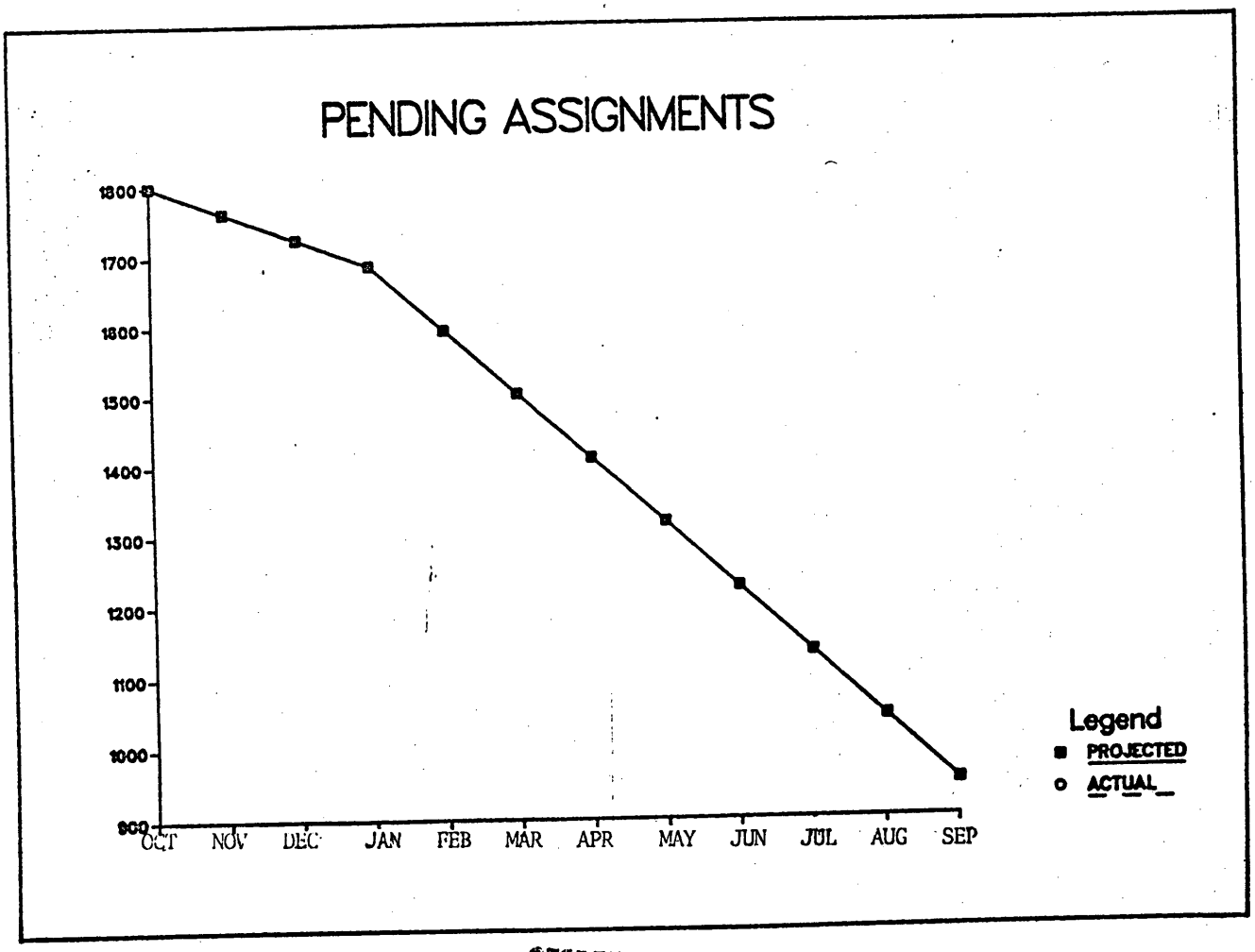

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25X1 Office: Security Physically Expand the [redacted] to Accommodate Classes
25X1 Objective Statement: [redacted] Students and Commence Enrolling Classes [redacted]
25X1 Responsible Officer: [redacted]
25X1 Significant Funding Amount: [redacted] for FY 1983
Date Submitted: 14 October 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JU
Construction Underway	0								
Construction "Under Roof"		0							
Construction Completed					0				
25X1 Complete First [redacted] Class						0			

[redacted] 25X1

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